

# CUSD Field Trip Meal Order Form

Complete the information below. List names and ID numbers of students requesting meals.

Scan and email this information to Joana Flor [jcflor@capousd.org](mailto:jcflor@capousd.org). Faxes are no longer accepted. For questions, contact the Central Kitchen: 949-234-9512.

***\*\*Orders MUST be placed 72 hours (3 days prior) to the field trip delivery date. If this notice is not provided, the request will not be accommodated. \*\****

**Today's Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**School Phone #:** \_\_\_\_\_

Field Trip Date: \_\_\_\_\_

**Field Trip Time:** \_\_\_\_\_

**Field Trip Breakfast:** Muffin, Fruit, Milk

**Field Trip Lunch:** Sandwich, Fruit, Veggie, Milk

**Teacher Instructions:** Field trip meals will be in the cafeteria refrigerator the morning of the field trip. This roster will be provided with your field trip meals. If students on the roster are absent, you **must** return their meals to the cafeteria **before** you leave for your field trip.

## ROSTERS:

1. When it is time to serve, the teacher must check off each student on the roster as each student receives their meal.
2. This completed roster with check marks **must** be returned to the cafeteria upon return from the field trip. If the Food Service Professional has left for the day, put it in their box to pick up the next morning.
3. If rosters are not returned, the meals cannot be claimed for reimbursement and the school site will be charged for the meals.

[illegible]

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